

~~ADMINISTRATIVE INTERNAL USE ONLY~~

10 April 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (3 - 9 April 1986)

1. *Representatives from the Classification Review Division (CRD) and the Chief, History Staff, briefed Edward Levine of Senator Durenberger's staff on the progress of the Historical Review Program (HRP). Mr. Levine had asked for the briefing in preparation for a speech he will give to the Organization of American Historians in New York on the subject "Can Historians Affect the System?" Overall, Mr. Levine seemed satisfied with the program. He volunteered to give his speech materials to CRD for prior review to avoid the possibility of compromising classified information. In response to a question whether more personnel are needed, Chief, CRD told Mr. Levine that an increase would be premature before CRD can more accurately determine the efficiency of our efforts and the value of the program.

2. The Information Resources Management Division (IRMD) has completed a draft records control schedule item for the electronic records contained in the CIA Retirement and Disability System (CIARDS). The draft item has been forwarded to the Office of Information Technology and to CIARDS system personnel in the Office of Finance for review and comment.

3. In the search for unaccounted for Top Secret (TS) collateral documents, annuitants continued their review of retired holdings of the Offices of Development and Engineering (OD&E), Global Issues, and Scientific and Weapons Research. They identified 177 TS documents. Of these, 163 were charged to OD&E and 14 will require followup research to determine ownership. IRMD provided the Information Management Staff, DO, with a listing of 355 documents found during a search and determined to be of lower than TS classification. The DO was asked to submit paperwork to remove the documents from the Top Secret Collateral Automated Data System (TSCADS).

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4. Representatives from IRMD met with the Director of Training for Curriculum (D/TC) and other representatives from the Office of Training and Education (OTE) to explore incorporating a course on classification procedures into the Agency's training program. D/TC/OTE agreed that training in classification procedures is needed and said he would explore the areas in OTE where such a course could fit in. Other ideas for training alternatives involving this subject were suggested to IRMD.

5. The Agency Forms Officer (AFO) from IRMD distributed an alphabetical master listing of all active forms used in the Agency to each of the Directorate and the DCI Area Records Management Officers (RMOs). This new listing should greatly enhance the ability to locate forms in title sequence. The AFO has also initiated action to give all Agency RMOs read only access to the forms data base, thus enabling them to keep up with changes as they occur.

6. Representatives from IRMD met with the Executive Officer, Office of Research and Development (ORD) to discuss the services provided by the Ames Building Information Services Center (ISC). The meeting was one of several scheduled with Ames ISC users to assess its performance. The ORD Executive Officer said that ORD "customers" are satisfied with the service.

7. IRMD began a registry survey at the Intelligence Community Staff which is seeking ways to simplify registry operations and improve services. Several changes have been recommended to assist the flow of information and enhance records management functions.

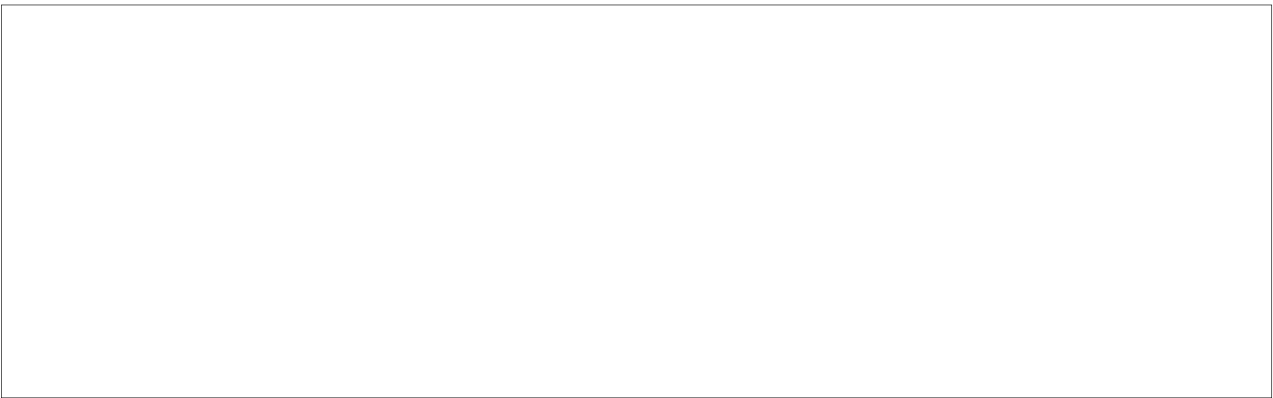
8. *The Director of Information Services chaired the second meeting of the "Ad Hoc Interdirector Task Force on the Freedom of Information and Privacy Acts." Seventeen individuals, including directorate Information Review Officers and the Chief, Information Management Staff, DO, attended. The meeting focused on the need to maintain the present level of resources dedicated to FOIA to ensure the DCI's promises to Congress are kept. Other items at the meeting included an update on the FOIA backlog and its implications and a summary presentation of the Historical Review Program.

9. The Chief of the Agency Archives and Records Center (AARC) will visit Rockwell International Corporation in Pittsburgh, Pennsylvania, to assess advanced techniques and equipment that might be applied to the AARC.

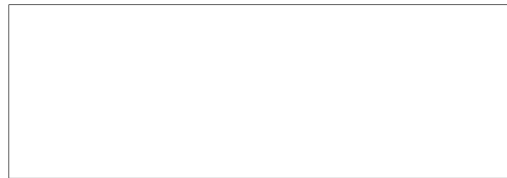
10. IRMD representatives will attend a briefing by the Analytic Support Group, DI, on the Kurzweill 4000, Optical Character Reader. This reader represents the state-of-the-art in character recognition technology. It has a unique shape recognition system that learns new characters and type fonts.

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Attachment

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9 April 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (2 - 8 April 1986)

- | 1. | <u>The Week in Review</u> | <u>2 - 8 April 1986</u> | <u>1986 Weekly Average</u> |
|----|---|-------------------------|----------------------------|
| a. | New cases | 58 | 61.3 |
| b. | Cases closed | 65 | 73.5 |
| c. | New appeals logged | 5 | 3.6 |
| d. | Appeals closed | 7 | 2.6 |
| e. | Manpower (man-weeks) | 77.2 | 104.4 |
| 2. | <u>Current Backlogs</u> | | |
| a. | Initial requests - 1471 | | |
| b. | Requests in administrative appeal - 201 | | |
| c. | Requests in litigation - 74 | | |
| 3. | <u>Spotlighted Requests</u> | | |

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STAT IPD/MJD:sh/[] (9 April 1986) (FINAL)

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UNCLASSIFIED

8 April 1986

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 2 April-8 April 1986

1. CRD and C/CRD/HRB along with the head of the Director's History Staff, Dr. Kenneth McDonald, briefed Mr. Edward Levine of Senator David Durenberger's staff on the Historical Review Program (HRP). Mr. Levine is to speak before the Organization of American Historians in New York on the subject "Can Historians Affect the System?" and asked for the briefing in preparation for his talk. He seemed satisfied with the progress we have made in developing the HRP, took a great many notes, and asked whether more people were needed for the program. C/CRD stated that it would be premature to build up the program before we have it fully developed and can more accurately determine the efficiency of our people as well as the value of the program. We gave Mr. Levine an unclassified outline of what we covered but he nevertheless volunteered to write out the comments he will make in New York and pass them by us to be sure he is not into any classified information.

2. C/CRD gave a briefing on the Historical Review Program (HRP) to the group that gathered at the request of the Director of Information Services to discuss commitments to Congress related to the FOIA program. Those involved with FOIA matters from the DO, DI, DA, and DS&T as well as a representative of OGC were present. The main thrust was a reminder that we have committed ourselves to maintain the level of resources dedicated to FOIA work until September 1986. No one present seemed to waver in fulfilling this commitment. The briefing on the HRP reminded them that we are committed to this new program which will be taking more of our attention and efforts as time goes on. (U)

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2. SIGNIFICANT EVENTS/ACTIVITIES

25X1 a. Classification Matters. [redacted] Information Management Branch, prepared a memorandum to the Deputy Director for Administration (DDA) concerning two of the information security initiatives sent to the National Security Council (NSC) by the Information Security Oversight Office (ISOO). The memorandum advised the DDA of certain unresolved differences between OIS and the Office of Security (OS) concerning the Agency position on these two ISOO initiatives. The initiatives involve mandatory training for classifiers and the establishment of a new mechanism for dealing with improperly classified material.

25X1 [redacted] Chief, Information Management
 25X1 Branch, met with [redacted] Director of Training for Curriculum
 25X1 (DC/OTE) and representatives from the Secretarial, Administrative,
 25X1 and Communications Training Division, [redacted]
 25X1 [redacted] the Leadership Development Division, the Career Training Division and the Intelligence Training Division to explore the possibility of introducing classification training into Agency training courses. [redacted] commented briefly on the proposed ISOO initiatives and the external pressures the Agency is experiencing in the information security field, and our need to ensure the Agency is in full compliance with E.O. 12356. OTE agreed that classification training is needed and would be willing to introduce segments on classification into the Career Trainee Development Program, followed by the Introduction to Agency Records Course and the New Analyst Course. OTE will also explore the feasibility of introducing a similar segment into the Introduction to Intelligence Assistance Training Program for new Intelligence Assistants. OTE will advise IMB where similar segments might be introduced into the Secretarial Training Program. [redacted] and the representatives were most cooperative and suggested several other training alternatives IMB may wish to explore.

25X1 b. New Forms Listing. [redacted] Agency Forms Officer (AFO), distributed an alphabetical master listing of all active forms used in the Agency to each of the Directorate and the DCI Area Records Management Officers (RMO). This new listing should greatly enhance the Directorate RMO's ability to quickly locate forms in title sequence. If the listing proves to be useful, the AFO will distribute copies of the listing Agency-wide to all component RMOs. Heretofore, RMOs had to know the number of a form in order to find it in the forms catalog; the new listing will give them the form number and name. In addition, the AFO has initiated action with the Information Technology Branch to give all Agency RMOs read only access to the forms data base. This access, to retrieve information on forms, will enable RMOs to stay abreast of changes as they occur.

25X1 c. Information Services Center. [redacted] Chief,
 25X1 Information Control Branch, and [redacted] Chief, Ames Building

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25X1 Information Services Center, met with [] the Executive
 25X1 Officer, Office of Research and Development, to discuss support
 25X1 provided by the ISC. The meeting is one of several scheduled by
 25X1 Messrs. [] with users of the Center to determine
 25X1 their satisfaction with the services provided. The evaluation of
 25X1 the ISC was reviewed regarding the support promised in the initial
 25X1 understanding and that which is currently provided. []
 25X1 also reviewed the benefits that accrued to ORD as a result of the
 25X1 formation of the Center. [] indicated that ORD is
 25X1 satisfied with the services provided by the ISC and identified no
 25X1 major problem areas. The meeting created a better understanding of
 25X1 the role of the Center and the services that it can provide.

25X1 d. Registry Survey. [] ICB, has begun a
 25X1 survey at the Intelligence Community Staff (ICS) of the registry
 25X1 operation that supports NFIB, NFIC, and SIG(I). []
 25X1 Chief, Secretariat Staff, had asked OIS for a review of the
 25X1 registry because he believed it to be outmoded. He is seeking ways
 25X1 to simplify its operation and improve its services. Thus far,
 25X1 [] has identified several problem areas that, if resolved,
 25X1 could assist the flow of information and make more effective use of
 25X1 ICS registry and records management resources.

e. Records Center. Records Center personnel performed
 the following activities during the week:

RAMS:	Made 23 additions, 4 changes, and 7 deletions.
ARCINS:	Jobs received/edited: 12. Jobs keyed: 37 consisting of 3,165 entries. Jobs completed: 29.
Accessions:	Received 18 jobs totaling 210 cubic feet.
References:	Serviced 4,944 requests for records (743 were for annuitants).
25X1 Special Runs:	One to []

3. SCHEDULED MEETINGS AND EVENTS

25X1 a. [] Chief, Agency Archives and Records Center
 25X1 Branch, has tentatively scheduled a visit to Rockwell International
 25X1 Corporation in Pittsburgh, Pennsylvania. The visit is to determine
 25X1 if there are any advance techniques or equipment that might be
 25X1 adapted to use at AARC.

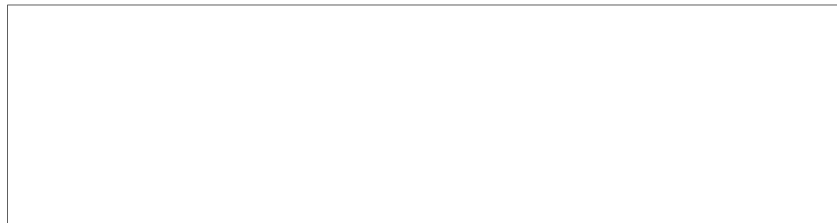
25X1 b. [] Chief, Information Technology Branch,
 25X1 and [] ITB will attend a briefing by the Analytic Support
 25X1 Group, DI, on the Kurzweil 4000, Optical Character Reader (OCR) on
 25X1 9 April. The scanner for this OCR represents the state-of-the-art
 25X1 in character recognition technology. It has a unique shape
 25X1 recognition system, which allows the OCR to learn new characters
 25X1 and type fonts.

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25X1 c. [redacted] will return to Word
Processing Associates on 15 April with samples of released
documents from files of the Information and Privacy Division. The
25X1 samples should readily test the capabilities of the TOTECH5000 OCR
as some pages are of very poor quality. ITB is attempting to
evaluate OCRs that might be used in conjunction with DECAL/ORIS.

25X1 d. [redacted] Chief, ICB, and [redacted] Chief, Ames
25X1 Building ISC, will meet with [redacted] Chief, Administrative
Staff, Intelligence Community Staff, on 9 April to discuss support
provided by the ISC to the Staff on any problem areas, and possible
25X1 new requirements. [redacted]

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8 April 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities -
31 March - 7 April 1986

25X1 1. RPD is currently processing 99 jobs, down from last week's
105. [redacted]

25X1 2. [redacted] is basically
complete and will soon be ready for submission to the DDA for approval.
The only remaining changes are those involving reorganization or
administrative adjustments which must be made to reflect the current
25X1 organizational structure of the Agency, at least at the time the handbook
is printed. [redacted]

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25X1 4. The Public Affairs Office (PAO) requested 500 copies of [redacted]
25X1 [redacted]

25X1 [redacted] made
25X1 special arrangements to have 500 copies reproduced by Printing and
25X1 Photography Division, (P&PD/OL). [redacted]

25X1 5. Deputy Chief, RPD, and [redacted] met with Dr. Ken McDonald,
25X1 Chief, DCI History Staff, the OIS Legal Advisor, and [redacted]
25X1 OIS/CRD to discuss [redacted] Dr. McDonald
had prepared a complete revision of the proposed regulation for review at
the meeting. The draft was accepted after some minor changes and will be
25X1 forwarded for review and coordination by RPD as Draft C. [redacted]
25X1 [redacted]

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